

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND
RESEARCH, SHAMLA HILLS, BHOPAL**

Revised Advt. No.- 03/2023-24

INFORMATION TO THE CANDIDATES

Name of the Post	:	01-Senior Administrative Officer
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-11 (Rs. 15600-39100+ 6600 GP)
Essential Qualification	:	Master's in any discipline with minimum 55% from recognized University.
Experience	:	Minimum of 15 years experience in administration, accounts, establishment, purchase and stores in Government, Quasi Government or Autonomous organizations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Grade Pay Rs 4200/- or 7 years in Grade Pay of Rs. 4600/- or 6 years with a Grade Pay of Rs. 4800/-or 5 years in Grade Pay of Rs. 5400/- or equivalent.
Age	:	Not exceeding 45 Years.

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INFORMATION TO THE CANDIDATES

Name of the Post	:	02-Senior Accounts Officer (Deputation)
Number of Post	:	01 (ONE)
Category	:	On Deputation
Pay Level	:	Pay Level-11 (Rs. 15600-39100+ 6600 -GP)
Essential Qualification	:	Master's in any discipline with minimum 55% from recognized University.
Experience	:	Minimum of 15 years experience in accounts, establishment, purchase and stores in Government, Quasi Government or Autonomous organizations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Grade Pay Rs 4200/- or 7 years in Grade Pay of Rs. 4600/- or 6 years with a Grade Pay of Rs. 4800/-or 5 years in Grade Pay of Rs. 5400/- or above.
Age	:	Not exceeding 55 Years.

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INFORMATION TO THE CANDIDATES

Name of the Post	:	03-Senior Maintenance Engineer (Deputation)
Number of Post	:	01 (ONE)
Category	:	On Deputation
Pay Level	:	Pay Level-11 (Rs. 15600-39100+ 6600 -GP)
Essential Qualification	:	Master's in any discipline with minimum 55% from recognized University.
Experience	:	15 years' experience in CPWD/PWD/Central/State Government, Quasi Government or autonomous organization, preferably in an educational institution of which minimum 10 years of experience in supervisory position with Grade Pay of Rs. 4200 or 7 years is Grade Pay of Rs. 4600 or 6 years with GP of 4800 or 5 years is Grade Pay of Rs 5400 or above.
Age	:	Not exceeding 55 Years.

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INFORMATION TO THE CANDIDATES

Name of the Post	:	04-Script Writer
Number of Post	:	01 (ONE)
Category	:	R/c (01)
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	a. Degree in any discipline with a Certificate in Script Writing/Screen Play Writing from any Government recognized institute/national level institute or Diploma in Script Writing from any recognized institute. or b. Bachelor's degree in Engineering or Master's Degree in Science/Electronics Media or Master's Degree in Business Administration or MBA Mass Communication with a PG Certificate course in script writing/creative writing. or c. Master's degree in Arts with a Diploma in Journalism or Mass Communication with script writing experience for Door-Darshan, TV Channel programmers for a minimum of ten years.
Desirable Experience	:	a. Script writing experience - 5 years. b. Experience of minimum 5 broadcast quality scripts with completed video programmes in Hindi and English c. Knowledge about video & multimedia production processes. d. Computer literacy with word processing and presentation software. e. Produced a minimum of 3 education video programmers at national level.
Age	:	Not exceeding 40 Years

Additional Instructions (To be mandatorily adhered):

1. Please upload scripts developed for different variety of educational video programmes (e.g. documentary, docudrama, interview, demonstration, MOOCs video lecture for broadcast production at the National/ regional level) as a separate file under the other documents link of the application form.
2. The experience certificate should essentially contain the date of issue, details such as the post held, the exact duration of service, the last pay drawn by the candidate or applicant and the employer's feedback about his/ her conduct and work.

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Name of the Post	:	05-Sound Recordist
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-07 (Rs.9300-34800+4600 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in Audiography from a recognized Institute with three years experience as under* OR Higher Secondary School Certificate with Science subject and a minimum of 5 years & experience as under* *1 Experience should be full time and in record dubbing , transferring and re-recording of sound on professional equipment. 2. Sense of music and sound effects.
Age	:	Not exceeding 35 Years

Additional Instructions (To be mandatorily complied):

1. Proof of experience in professional-level sound recording and mixing (Single track and multi-track digital-wild and dub) in live Indoor (studio) / Outdoor music/ music programmes, lectures, talks, panel discussions, etc. - The candidate has to attach a list of at least 20 National-level Audio/ video programme titles (in other documents link) certified by the competent authority for the sound recording work of the Production House/ Organisation/ Producer/ Executive Producer/ Broadcaster
2. Provide active links of a minimum of 20 National-level audio/ video programmes of various formats including documentary, music, drama, advertisement, lecture etc. reflecting the credit for the candidate, should be submitted along with the online application (in other document link of application form).
3. The experience certificate should essentially contain the date of issue, details such as the post held, the exact duration of service, the last pay drawn by the candidate or applicant and the employer's feedback about his/ her conduct and work.

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Name of the Post	:	06-Video Technician
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-06 (Rs.9300-34800+4200 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in Electronics with three years experience in electronics industry and/or maintenance of Radio, T.V. tape recorders and VCRs. 2. Trade certificate in Radio & T.V. with 5 years experience in electronics industry and or maintenance of tape recorders, Radio, T.V. and VCRs.
Age	:	Not exceeding 35 Years

Additional Instructions: (To be mandatorily complied)

1. Experience in the operation and maintenance of professional video and audio equipment - camera mixers recorders/microphones etc.- Preventive and breakdown maintenance.
2. The experience certificate should essentially contain the date of issue, details such as the post held, the exact duration of service, the last pay drawn by the candidate or applicant and the employer's feedback about his/ her conduct and nature of maintenance work conducted.

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Name of the Post	:	07- Research Assistant
Number of Post	:	01 (ONE)
Category	:	PwBD (R/c)
Pay Level	:	Pay Level-06 (Rs.9300-34800+4200 GP)
Essential Qualification and Experience	:	Good Second Class Master's Degree in Management/Technical Education from any recognized University with Two years working experience in any organization related to project training or research.
Desirable Experience	:	a. Background in Statistics and Research Methods.
Age	:	Not exceeding 35 Years

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Name of the Post	:	08-Film Editor
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in editing from a recognized Institute with one year full time experience or editing films. OR Diploma in Engg./Technology or Degree in Physical Sciences with a minimum of three years full time experience in editing films.
Age	:	Not exceeding 32 Years

Additional Instructions (To be Mandatorily Complied):

1. Proof of experience in professional video programme non-linear editing/ film editing- The candidate has to attach a list of at least 20 National-level video programme titles (in other document link) certified by the competent authority of the Production House/ Organisation/ Producer/ Executive Producer/ Broadcaster. **The experience certificate should essentially contain the date of issue, details such as the post held, the exact duration of service, the last pay drawn by the candidate or applicant and the employer's feedback about his/ her conduct and work.**
2. Active links of a minimum of 20 National-level video programmes of various formats including Documentary, drama, advertisement, lecture etc. reflecting the credit for the candidate should be submitted along with the online application (in other document link of the application form).

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Name of the Post	:	09-Internal Auditor (Deputation)
Number of Post	:	01 (ONE)
Category	:	On Deputation
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	a. Graduate in any discipline, preferably in commerce. b. Three year's experience as Auditor/Accountant in any Central Govt. Department/ Central Autonomous bodies.
Desirable Experience	:	a. Passed Central SAS examination b. Master's Degree in Commerce c. Knowledge of Computers
Age	:	Not exceeding 55 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	10-Jr. Stenographer*
Number of Post	:	02 (Two)
Category	:	01-OBC, 01-UR
Pay Level	:	Pay Level-04 (Rs.5200-20200+2400 GP)
Essential Qualification and Experience	:	<ol style="list-style-type: none">1. Should have at least second class bachelor's degree from recognized university.2. Should have a speed in English shorthand of 80 w.p.m. and 40 w.p.m.in English Typewriting and 60 w.p.m.in Hindi shorthand and 35 w.p.m.in Hindi typing on Manual, electronic typewriter and computer of 40 w.p.m.3. Working experience of on English MS Office, Windows, Excel software on Computer.4. 2 years working experience in an office/educational institution.
Desirable Experience	:	<ol style="list-style-type: none">1. Proficiency in Hindi Stenography and typewriting/data processing.2. Skills in using Hindi Software on Computers.
Age	:	Not exceeding 32 Years

***Please note that proficiency in short hand (stenography) in both English & Hindi is essential.**

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Name of the Post	:	11- Electrician- Overhead
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	Higher Secondary with ITIs in Wireman's Trade with 3 years experience of industrial/ domestic wiring, power connections and working on overhead lines & transformers.
Age	:	Not exceeding 32 Years

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Name of the Post	:	12-Mason-cum-Plumber
Number of Post	:	01 (ONE)
Category	:	EWS
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	a. Matriculation Pass (10 th Pass) with one year ITI Certificate in Mason (Building construction). OR 8 th Pass with two year ITI Certificate in Mason (Building construction). b. 2 years of Experience in masonry/ building construction.
Desirable Experience	:	Experience in masonry and plumbing in construction and maintenance work related with building, drains, water supply, sewage, roads etc.
Age	:	Not exceeding 32 Years

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Name of the Post	:	13-Plumber
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	<ol style="list-style-type: none">1. Middle School pass with ITI certificate in plumbing/plumber trade. Preference will be given to Higher Secondary Certificate holder.2. Experience of 3 years as Plumber in any Government/Semi Government Institutions of repute.
Desirable Experience	:	Experience in masonry and plumbing in construction and maintenance work related with building, drains, water supply, sewage, roads etc.
Age	:	Not exceeding 32 Years